

Generation Protection Code

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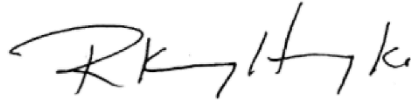
Date: September 28, 2026

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Message from the Executive Vice President & Chief Operating Officer and the Director of Safety

SaskPower is committed to protecting the health, safety, and well-being of our employees, contractors, and all individuals exposed to our facilities. Recognizing the unique work, environment and hazards present in both field and plant operations, we conducted a comprehensive review of the Standard Protection Code (lockout process). As a result, the code was split into two distinct procedures: T&D Lock Out Tag Out (LOTO) and the Generation Protection Code (GPC).

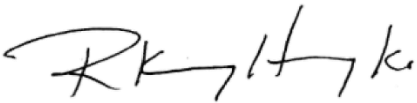
We are pleased to introduce the **Generation Protection Code (GPC)**, which now serves as SaskPower's official procedure for generation facilities. The GPC replaces the legacy Standard Protection Code and is specifically tailored to meet the unique operational needs of our generation stations.

Generating electricity involves exposure to significant electrical and mechanical energy. The GPC provides clear, practical guidance to manage these hazards and maintain system security. It adheres to relevant legislation, industry standards and supports compliance with relevant NERC requirements.

Working with high energy sources presents considerable risks. To mitigate these risks and promote safety, the GPC establishes clear expectations for roles, responsibilities, and permit management, including the use of the **Control Room Operations Window (CROW)** where applicable. As part of SaskPower's Safety Absolutes, the GPC is one of our most critical safety documents. Accordingly, the following requirements must be met:

- **Training and Authorization:** All affected workers must be adequately trained and formally authorized to perform duties under the GPC.
- **Management Accountability:** Management must rigorously enforce and monitor application and compliance through work observations and audits.
- **Learning from Infractions:** All GPC process infractions must be thoroughly documented and investigated to prevent recurrence.

By following the Generation Protection Code, our Safety Absolutes, and associated procedures, we help ensure that everyone goes home safe every day.



Kory Hayko

Executive Vice President & Chief Operating Officer



Nidal Dabghi

Director of Safety

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1. GENERAL INTRODUCTION

The Generation Protection Code is SaskPower's documented lockout/tagout procedure for Generation Facilities as required by Provincial Occupational Health and Safety Legislation and CSA Z460. The Generation Protection Code has been designed to achieve a high level of personnel safety and system security for the operation, maintenance, and commissioning of Generation Facilities. The system security provisions also provide evidentiary documentation to prove SaskPower compliance with certain North American Electric Reliability Corporation (NERC) standards and requirements.

1.1 Generation Protection Code

- 1.1.1. The Generation Protection Code applies to work in Generation Facilities. It is recognized that work must be performed on equipment which presents personnel safety hazards and/or jeopardizes system security.
- 1.1.2. The Generation Protection Code shall be followed to ensure all foreseeable hazards associated with the work have been identified and effectively controlled, to establish and maintain safe working conditions, and to communicate these hazards and their controls to those performing, or who will be affected by, the work.

1.2 System Security

- 1.2.1. When work has the potential to jeopardize system security or first contingency equipment, the Issuing Authority shall consult with the Grid Issuing Authority before issuing any Generation Protection Code permits.

1.3 Emergency Condition Switching

- 1.3.1. In the case of an emergency, where quick action is necessary to safeguard life and property, all employees shall act according to their best judgment. Under such circumstances, all qualified employees may perform any switching operation, which they understand, without direction from the Issuing Authority. Under no circumstances are they to perform any switching which they do not understand. All actions taken by an employee in an emergency will be promptly reported to their supervisor and the Issuing Authority. As soon as the emergency is under control, a Generation Protection Code Work Authorization shall be used to work on affected equipment.

2. DEFINITIONS

Applicant - A person who is applying for a Generation Protection Code Work Authorization. For more information refer to 4.3.

Authorized Personnel - Personnel who have successfully completed Generation Protection Code training and have been authorized to perform a specific role.

Bulk Electric System/Grid - As defined by the Regional Reliability Organization, the electrical generating resources, transmission lines, interconnections with neighbouring systems, and associated equipment, generally operated at voltages of 100KV or higher.

Chief Power Engineer – A person designated by the Director to ensure personnel are trained and competent prior to declaring them authorized and to communicate revisions and interpretations to authorized personnel. For more information refer to 4.2.

Commissioning - The application of a set of techniques and procedures to check, inspect and test every operational component of new or modified equipment, from the verification of individual functions and operating parameters to verifying that the equipment performs its intended functions within the installation.

Commissioning Authority – A person who is responsible for the commissioning of equipment and releasing the commissioned equipment to operations to be put into service. For more information refer to 4.10.

Competent - Trained and validated to possess and be capable of applying the knowledge, experience, and qualifications required to perform a specific duty.

Conditional Surrender - A request to conditionally release the Work Authorization to the Issuing Authority. The Work is not complete and will continue at a later date. The Work Authorization shall not be return switched until the work is complete.

De-Energized - The state that exists when:

- (a) Electrical equipment is isolated from all hazardous energy sources and:
 - (i) Grounded, or
 - (ii) Not containing hazardous residual or stored energy.
- (b) Mechanical equipment is isolated and/or:
 - (i) At rest.
 - (ii) Not spring loaded.
 - (iii) Not under hydraulic or pneumatic pressure which is considered harmful to personnel or creates a hazardous condition.
 - (iv) Free from poisonous, suffocating, or explosive gases.
 - (v) Free from chemical energy.
 - (vi) Free from extreme temperature.

For more information refer to 3.4.

Director – A person responsible to ensure that personnel are trained in the Generation Protection Code and to designate a Chief Power Engineer or equivalent to fulfill those duties. For more information refer to 4.1.

Disconnected from the System - The state of equipment when the equipment is not connected to any existing hazardous energy sources. For more information refer to 3.5.

Energized - The state that exists when equipment is connected to a source of hazardous energy. For more information refer to 3.1.

Equipment - All components pertaining to the generation and use of electrical energy. Examples may include, but are not limited to transformers, breakers, pumps, motors, valves, piping, relays, protection, and control systems.

First Contingency Equipment - Any equipment pertaining to the Bulk Electric System that, if operated, mis-operated, misused, or removed from service at any instant, would affect the ability of the Bulk Electric System to perform as intended.

Generation Facility - The facility where the equipment is located.

Generation Protection Code Committee – Committee responsible for revisions to the code and for responding to all requests for revisions/interpretations. For more information refer to 4.11.

Grounded - Intentionally connected to earth through a conducting connection or connections of sufficiently low impedance and having sufficient current-carrying capacity to prevent the build-up of voltages that may result in undue hazards to personnel and/or connected equipment.

Grounds -Temporary Protective Grounds are devices installed on isolated electric power circuits for the purpose of potential equalization and to conduct a short circuit current for a specified duration. Grounds on a Guarantee of Isolation may be Do Not Operate Grounds and Operable Grounds. For more information refer to 3.4.2.

Guarantee of Isolation (GOI) - A written protective guarantee that a specific piece of equipment or system is isolated and inoperable or is otherwise guaranteed to be in the state described when it is issued.

Hazardous Energy - Any electrical, mechanical, hydraulic, pneumatic, chemical, radioactive, thermal, gravitational, or other energy, including pressurized liquids, which can cause harm to workers.

Verification – Verification of all isolation and de-energizing devices by a Switchperson who did not certify the original switching activities.

Interlock - A device or system whereby the status of one control or mechanism allows or prevents the operation of another.

Isolated - The state that exists when equipment is disconnected or interrupted from all hazardous energy sources and controls have been put in place to prevent the change of position of the separating device(s). For more information refer to 3.3.

Issue - Making effective the terms and conditions of the Work Authorization.

Issuing Authority - A person authorized to issue Generation Protection Code Work Authorizations. For more information refer to 4.4.

Live Work Plan – A documented process or procedure to manage or mitigate any risks to personnel associated with live work, hazardous energy that could not be completely removed by isolation, to

manage hazardous energy that will be introduced in the work zone as part of the work, or to change the position of operable points in a controlled environment.

Lock Box - An approved box, container or equivalent device provided to securely store keys that has provisions to be locked with one or more locks.

Operable Point - An isolating device that is required to change state while the Work Authorization is in effect for the approved purposes of commissioning, troubleshooting or where positioning of equipment is required by the work.

Permit Holder - An authorized person to whom Generation Protection Code Work Authorizations are issued. For more information refer to 4.3.

Permit Zone - The work zone assigned to the Permit Holder by the Issuing Authority at the time of Work Authorization issuance. This zone may be defined by the points of protection of the Work Authorization, drawings showing the zone, or other written documentation.

Points of Protection - The isolating and/or de-energizing devices used to establish the permit zone for a permit.

Self-Protection Isolation (SPI) - A pre-approved process which authorizes the use of self-administered isolations, lock(s), and tag(s) by authorized personnel. The lock(s) and tag(s) carry the same authority as those used for a Guarantee of Isolation.

Separated - The state that exists when equipment is disconnected or interrupted from all sources of hazardous energy and controls have not been put in place to prevent the change of position of the separating device(s). For more information refer to 3.2.

Supervisor – An authorized person who is responsible for reviewing live work plans to ensure an acceptable standard of safety. For more information refer to 4.9.

For the purposes of abnormal removal of locks, the Supervisor is the out-of-scope person responsible for the work or equipment. This role is administered by the Chief Power Engineer or equivalent via the authorized list. For more information refer to 6.2.3.

Surrender – The return of the Work Authorization, once work is complete, to the Issuing Authority which relinquishes the protections afforded by the Work Authorization.

Switching - Process by which the configuration of a system is changed, usually through the operation of devices designed for this action but may also include the removal or installation of jumpers and the making or breaking of normally permanent connections.

Switch Person - A person authorized to perform switching operations for permits. For more information refer to 4.5.

System Cycling – System cycling is a process of toggling the control switch on a power device or a power system to determine that a lock out is on the correct equipment. System cycling can be used to verify that the equipment is isolated and cannot be started. This process may also be referred to as a start/stop check or a bump test. It does not indicate electrical de-energization.

System Isolation - An isolation point or set of isolation points that have been prepared and confirmed to be correct by the Issuing Authority.

System Security - Ensuring the state of equipment is maintained as not to affect the ability of the Bulk Electric System to perform as intended.

3-way Communication - A communication technique to be used when conducting high risk work to verify that communications are heard and understood/interpreted correctly by those performing or supporting that work.

Terms and Conditions of Issuance – Details of the permit including scope of work, permit zone, required documentation, sequence or coordination of activities, duration of work or any other verbal or written agreements.

Transfer – When a permit holder leaves site and work is to continue, they shall transfer their work authorization and all protection afforded by it to another authorized person. For more information refer to 7.4.2.

Verifier - A person authorized to review and verify that switching has been performed correctly for Work Authorizations. For more information refer to 4.6.

Visible Disconnect – An electrical isolation device which has viewable contacts for verifying electrical separation.

Work Authorization - A written record that authorizes specific work, at a specific work location, for a specified time period. Work Authorizations are used for controlling and coordinating work to establish and maintain safe working conditions.

Worker - A person authorized by the Permit Holder to work under their work authorization. For more information refer to 4.8.

3. STATES OF EQUIPMENT

The Generation Protection Code outlines the requirements for work on equipment in the following states:

- (a) Energized.
- (b) Separated.
- (c) Isolated.
- (d) De-energized.
- (e) Disconnected from the system.

When considering the issued state and/or de-energizing requirement for equipment, the Applicant, Issuing Authority and Permit Holder shall:

- (a) Assess all sources of energy to determine if they present a hazard to workers.
- (b) Determine the isolation and de-energization requirements for hazardous energy.

3.1 Energized

- 3.1.1. The state that exists when equipment is connected to a source of hazardous energy.
- 3.1.2. Hazardous Energy – Any electrical, mechanical, hydraulic, pneumatic, chemical, radioactive, thermal, gravitational, or other energy, including pressurized liquids, which can cause harm to workers.
 - (a) In the Electrical Sense: Connected by means of a transmission medium to a hazardous source of electrical energy. Examples are breakers, batteries, generators, induced energy, and capacitive charge.
 - (b) In the Mechanical Sense: Connected to a hazardous source of mechanical energy. Examples are pneumatic, hydraulic, steam, spring, gravitational energy, and prime movers for rotating equipment.
 - (c) In the Radioactive Sense: Equipment which contains a radioactive nuclear source. An example is a conveyor belt in situ coal ash analyzer.
 - (d) In the Chemical Sense: Any substance, regardless of form, which can potentially cause health hazards to workers or environment. Also consider risks associated with specific chemicals such as skin burns, inhalation, fires, explosions, mutagenic, or chemical reactions.
 - (e) In the Thermal Sense: Equipment or systems which are at a temperature that would present a hazard to worker safety.

3.2 Separated

- 3.2.1. The state that exists when equipment is disconnected or interrupted from all sources of hazardous energy and controls have not been put in place to prevent the change of position of the separating device(s).
- 3.2.2. Equipment in the separated state does not provide any personnel protection.
- 3.2.3. All separated equipment shall be considered as containing hazardous energy and capable of being connected to a hazardous energy supply.

3.3 Isolated

- 3.3.1. The state that exists when equipment is disconnected or interrupted from all hazardous energy sources and controls have been put in place to prevent the change of position of the separating device(s).
- 3.3.2. All isolated equipment shall be considered as containing hazardous energy until proven de-energized. A system can be de-energized by closing a valve and a bleed can be opened to confirm the isolation is holding. Not to be confused with a confined space requiring a guarantee of de-energization (double block and bleed, all isolators locked in place).
- 3.3.3. Controls for the isolating devices are tagged and:
 - (a) Locked, or
 - (b) Blocked, or
 - (c) Blanked, or
 - (d) Removed, or
 - (e) Disabled.

The controls shall be in accordance with an established isolating procedure, thereby preventing the isolating device from being operated.

- 3.3.4. Where an isolating device is used, it shall be physically secured such that it cannot be inadvertently removed or moved from its intended position, and it shall be able to withstand inadvertent change of position without the use of excessive force, unusual measures, or destructive techniques.
- 3.3.5. When providing electrical isolation, the following shall apply:
 - (a) Electrical isolating devices designed or equipped to accommodate locks shall be secured by a lock and tagged. Where it is not possible to use a lock due to the design of the equipment being isolated, one of the following methods shall be used to ensure the equipment is isolated:
 - (i) Complete removal and tagging of the component(s).
 - (ii) Disabling of component(s) through partial dismantling and tagging.
 - (b) When isolating motor operated equipment that has a local or remote means of operation, it shall be secured against mechanical and electrical operation.
 - (c) Draw-out circuit breakers may be used as isolating devices:
 - (i) When the breaker is removed from the cell, the cell is then locked and tagged to prevent reinsertion, or
 - (ii) If separation is confirmed the breaker shall be locked and tagged in the "Test" or "Disconnected" position.
 - (d) Disconnected leads, cables, jumpers, and risers that have been secured from being reconnected and tagged, may be used as isolating devices provided that an acceptable air gap is created and/or an acceptable insulating medium is used.
 - (e) Fuses, links, bus bars or any device that creates an acceptable air gap may be used as isolating devices when removed and tagged.

- (f) System Cycling checks may be completed to ensure the correct system(s) have been isolated correctly. If Interlocking equipment or other system/equipment configurations may prevent a system cycle check, it shall not be used.
- (i) This task requires a location specific procedure that accounts for the required considerations.
- (g) Electrical isolating devices with visible disconnects shall have all phases inspected to confirm they are open. If electrically operated or manually operated switches are used, they shall be tagged and locked, blocked, or disabled to prevent accidental closure.
- (i) If isolating devices with visible disconnects are not available, a qualified person may confirm the isolation of the circuit using a test for absence of voltage, provided that performing the test does not pose undue hazards to personnel.

Note: Electrical panel covers should not be dismantled to perform a test for absence of voltage.

3.3.6. When providing mechanical isolation, the following shall apply:

- (a) The mechanical isolating device shall be tagged and locked, blocked, blanked, removed, or disabled to prevent a change in position.
- (b) If no other isolating device is available a control valve can be used when it is tagged and mechanically blocked.
- (c) Thermal energy shall be dissipated to acceptable temperature for the scope of work or controlled through thermal barriers, Personal Protective Equipment, or other appropriate means.
- (d) Gravitational energy shall be controlled by blocking or supporting equipment from gravitational forces.

3.3.7. Piping containing harmful substances, hazardous chemicals and/or related to confined spaces shall be isolated by one of the following positive mechanical means:

- (a) A double block and bleed system that consists of two closed valves and an open drain valve positioned between them, all of which shall be locked and tagged in their respective positions.
- (b) If blanking or blinding devices are used, they shall be clearly identified using a tag.
- (c) A documented method that has been determined to be adequate to protect the health and safety of the workers and developed in consultation with the local Occupational Health Committee.

3.4 De-energized

3.4.1. The state that exists when:

- (a) Electrical equipment is isolated from all hazardous energy sources and:
 - (i) Grounded, or
 - (ii) Not containing hazardous residual or stored energy.
- (b) Mechanical equipment is isolated and/or:
 - (i) At rest.
 - (ii) Not spring loaded.
 - (iii) Not under hydraulic or pneumatic pressure different from that of the atmosphere which will be harmful to personnel or create a hazardous condition.
 - (iv) Free from poisonous, suffocating, or explosive gases.
 - (v) Free from chemical energy.
 - (vi) Free from extreme temperature.

3.4.2. The following shall apply for electrical de-energization:

- (a) Grounds shall be used to provide electrical de-energization for:
 - (i) Equipment greater than 750V.
 - (ii) Equipment less than 750V where specifically engineered and approved grounding facilities have been provided.
 - (iii) Equipment which is subject to induced or static charge.
- (b) A test for absence of voltage or an approved equipment specific procedure shall be used to provide electrical de-energization for:
 - (i) All equipment not identified in 3.4.2(a).
 - (ii) Equipment where grounding is unsafe or impractical.
- (c) When Grounds are identified, they shall be recorded on the Guarantee of Isolation (GOI) and the following shall apply:
 - (i) Grounds listed on a GOI shall be tagged. When provisions are available, they may be locked or blocked, if required.
- (d) There are two applications of Grounds: Do Not Operate Grounds and Operable Grounds.
 - (i) Do Not Operate Grounds shall remain in place for the duration of the Work Authorization. They are placed prior to issuing the Work Authorization and removed after surrendering the Work Authorization and documented in the GOI.
 - (ii) Operable Grounds are grounds that are required to be removed for testing or commissioning purposes or to drain an induced or static charge, the following shall apply:
 - Operable Grounds shall be placed and removed as required for the scope of work and documented in the GOI.
 - The requirement for Operable Grounds shall be stated in the Work Authorization application and a live work plan completed.
 - When the Operable Grounds have been removed and replaced, and protection is required to perform the work, the live work plan shall detail a process to ensure the placement of the Operable Grounds before work begins.

- The Operable Grounds are switched out by an authorized switch person and verified by the Permit Holder.
 - Operable Grounds to drain an induced or static charge are not considered as a de-energization point for the GOI. However, all types of Operable Grounds shall be listed and tagged on a GOI.
- (e) When working on equipment driven by an electrical source and the worker is not exposed to the mechanical hazardous energy, the equipment shall be de-energized electrically and isolated mechanically.
- 3.4.3. The following shall apply for mechanical de-energization:
- (a) The de-energization devices shall be tagged and locked, blocked, or disabled to prevent change of position.
 - (b) When conditions exist that prevent mechanical equipment from being completely de-energized (i.e., residual acid in a pipe) it is the responsibility of the Issuing Authority, Switch Person, and Permit Holder to ensure that all workers are made aware of the potential hazard. The hazard shall be clearly documented on the Work Authorization.
 - (c) When working on equipment driven by an electrical source and the worker is only exposed to mechanical hazardous energy, the equipment shall be de-energized mechanically and isolated electrically.
- 3.4.4. The following shall apply for de-energizing piping containing harmful substances, hazardous chemicals and/or related to confined spaces:
- (a) Complete isolation as per 3.3.7.
 - (b) Process piping shall be flushed, drained and/or neutralized wherever practical.
 - (c) When process lines do not contain bleed valves or other de-energization provisions, approved equipment specific procedures shall be used such as:
 - (i) Line-break procedures
 - (ii) Purging procedures (i.e., flushing chemical lines with inert fluid)
 - (iii) Neutralization (chemical)

3.5 Disconnected from the System

- 3.5.1. The state of equipment when the equipment is not connected to any existing hazardous energy sources and removed from its operating location. This means the equipment has been physically relocated from its original location before any work is completed.
- 3.5.2. Generation Protection Code Work Authorizations are not required for disconnected equipment.
- 3.5.3. Prior to the connection or disconnection of equipment to/from the system, it shall be discussed and agreed to with the Issuing Authority and an appropriate Work Authorization is in place.

4. RESPONSIBILITIES

4.1 Director

4.1.1. It is the responsibility of each Director to ensure that:

- (a) New personnel complete Generation Protection Code awareness training.
- (b) Personnel complete Generation Protection Code training prior to being added to the authorized list.
- (c) Personnel complete Generation Protection Code refresher training every three years.
- (d) An audit of the Generation Protection Code is completed every three years, at a minimum.
- (e) Designate a Chief Power Engineer or equivalent to complete the Chief Power Engineer responsibilities.

4.2 Chief Power Engineer

The Chief Power Engineer or equivalent of each facility is designated by the director to fulfill these responsibilities. When the Chief Power Engineer or equivalent is not available, then the Director holds the following responsibilities:

4.2.1. It is the responsibility of each Chief Power Engineer or equivalent to ensure that:

- (a) Personnel are trained and competent in the Generation Protection Code before declaring them authorized.
- (b) Revisions and interpretations are communicated to authorized personnel.
- (c) A site-specific inventory of Self Protection Isolation plans is maintained which will be approved by the Chief Power Engineers peer group.
- (d) A site-specific inventory of approved Work Authorization exemptions is maintained.

4.2.2. The Chief Power Engineer or equivalent shall be responsible for maintaining a list of the names of all personnel roles within the Generation Protection Code. This authorization list shall be readily available to each Issuing Authority and shall include the following information:

- (a) Name.
- (b) Location(s) where authorized.
- (c) Permit roles authorized to perform.
- (d) Types of switching authorized to perform.

4.2.3. It is the responsibility of the Chief Power Engineer or equivalent to establish agreements for the following:

- (a) Issuing Authority boundaries where there is an interface of Issuing Authorities.
- (b) Isolation or separation points between Transmission and Generation Business Units for Permits.

The agreements will include the interface device or point, responsibilities of affected personnel, and unique administration issues. These agreements shall be reviewed as system changes require.

4.3 Applicant

- 4.3.1. The Applicant will:
- (a) Provide the Issuing Authority the scope of work with sufficient detail to process the application.
 - (b) Develop live work plans as required.
 - (c) Make the necessary arrangements with the Issuing Authority for providing a means of communication for the processing phase of the application.
 - (d) Whenever possible, provide the Issuing Authority adequate time for arrangements to be made for processing the application.
- 4.3.2. If the Issuing Authority has refused to process a Work Authorization, the applicant may appeal to the Chief Power Engineer or equivalent.

4.4 Issuing Authority

- 4.4.1. Issuing Authorities are responsible for the observance and enforcement of the Generation Protection Code.
- 4.4.2. The responsibilities and duties of the Issuing Authorities are as follows:
- (a) Approve the removal or return of equipment to service, after consideration has been given to personnel safety and system security.
 - (b) Prepare, review, and approve the switching plans for Guarantee of Isolations.
 - (c) Direct all switching activities. For more information refer to 7.3.1(d).
 - (d) Issue and accept the surrender of Work Authorizations in accordance with the Generation Protection Code.
 - (e) Ensure that everyone who acts under their direct instructions or who has taken any part in connection with the preparation, issuance, or surrender of any Work Authorization is authorized and has performed their part conscientiously and correctly.
- 4.4.3. If the Issuing Authority has reason to believe any person has failed to perform their part satisfactorily, the Work Authorization shall not be issued until the Issuing Authority is satisfied. When there is any uncertainty as to whether a Work Authorization should be granted, the Issuing Authority shall consult the Chief Power Engineer or equivalent.
- 4.4.4. The Issuing Authority and Permit Holder shall agree on the communication requirements while the Work Authorization is in effect.
- 4.4.5. All Generation Protection Code instructions or information delivered or received by the Issuing Authority shall follow 3-way communication procedures.

4.5 Switch Person

- 4.5.1. The Switch Person is a worker deemed competent to perform switching as identified on the authorized list.
- 4.5.2. The Switch Person is responsible for carrying out instructions received from the Issuing Authority and shall:
 - (a) Check switching plans and be satisfied that the applicable switching sequences are correct.
 - (b) Carefully consider the instructions received from the Issuing Authority. If a disagreement should occur and it cannot be resolved, the switching shall not proceed. The disagreement shall then be referred to the Chief Power Engineer or equivalent for resolution.
 - (c) Advise the Issuing Authority of any aspect of the Work Authorization which did not appear to have been considered and suggest any procedure or changes which may appear to be desirable under the circumstances.
- 4.5.3. The Switch Person shall ensure that the isolating and de-energizing devices have been switched correctly according to the direction given by the Issuing Authority.
- 4.5.4. All switching instructions or information shall follow 3-way communication procedures.

4.6 Verifier

- 4.6.1. The Verifier shall be an authorized Switch Person.
- 4.6.2. The Verifier is responsible for verifying that isolating and de-energizing devices have been switched correctly by the Switch Person according to the switching plan.
- 4.6.3. All verification instructions or information shall follow 3-way communication procedures.

4.7 Permit Holder

- 4.7.1. The Permit Holder shall check switching plans and be satisfied that isolating and/or de-energizing devices are correct for the specified equipment to be worked on and the scope of work.
- 4.7.2. The Permit Holder and Issuing Authority shall discuss and agree on the permit zone.
- 4.7.3. The issuance of a Work Authorization shall be subject to the Permit Holder's acceptance of the terms and conditions of issuance. If a disagreement should occur and it cannot be resolved, the Work Authorization shall not be issued. The disagreement shall then be referred to the Chief Power Engineer or equivalent for resolution.
- 4.7.4. The Permit Holder shall maintain a means of communication with the Issuing Authority while the work is in progress unless other arrangements have been agreed upon between the Issuing Authority and the Permit Holder.
- 4.7.5. The Permit Holder shall ensure the Work Authorization remains in effect while there are authorized workers in the permit zone.
In addition, the Permit Holder shall:
 - (a) Ensure all work activities are within the Work Authorizations approved scope of work.
 - (b) Take out no more Work Authorizations than can be safely managed.
 - (c) Have no more Workers working under a permit than can be safely managed.
 - (d) Determine location of required Operable Grounds and confirm they are installed and removed using the approved live work plan.
 - (e) Place and remove any guards/barriers to identify the safe working space.
 - (f) Remain at the generation facility while work is ongoing.
 - (g) Follow the Permit Holder lock box procedure. Refer to 6.2.3.
 - (h) Ensure workers follow procedures outlined in 7.4.1(e)(iv), 7.5.3(d), and 7.5.3(e).
 - (i) Follow the daily work authorization requirements. Refer to 7.4.4.
- 4.7.6. Under no circumstances shall any Work Authorization be deemed to protect anyone who is not authorized by the Permit Holder to work under the Work Authorizations approved scope of work.
- 4.7.7. The Permit Holder shall instruct the workers regarding:
 - (a) The specified equipment on which work is authorized.
 - (b) Review with workers all associated live work plans applicable to their scope of work.
 - (c) The isolating and/or de-energizing devices for the specified equipment to be worked on.
 - (d) The safeguards provided against neighbouring equipment which is energized and the precautions necessary when working near equipment which is energized.
- 4.7.8. All Generation Protection Code instructions or information delivered or received by the Permit Holder shall follow 3-way communication procedures.

4.8 Worker

- 4.8.1. The Worker shall work in compliance to the Generation Protection Code including the following:
- (a) Obtain permission from the Permit Holder to work under their Work Authorization.
 - (b) Ensure understanding of the work assigned, including the hazards and controls in place.
 - (c) Stop work and inform the Permit Holder if conditions have changed and need re-assessment or it is believed unsafe conditions exist.
 - (d) Follow the Permit Holder's lock box procedure. Refer to 6.2.3(b).
- 4.8.2. The Worker shall not remove or alter any lock or tag not personally installed.

4.9 Supervisor

- 4.9.1. It is the responsibility of the Supervisor to ensure that:
- (a) Live work plans required for the Work Authorization are approved prior to submitting to the Issuing Authority.
 - (i) The Supervisor responsible to review shall be any one of the following:
 - An in-scope supervisor
 - An out-of-scope supervisor
 - At the discretion of the Issuing Authority, they may accept the live work plan directly.
 - (c) The abnormal removal of locks process is followed. Refer to 6.2.4.

4.10 Commissioning Authority

- 4.10.1. A Commissioning Authority may be designated for complex projects or as deemed necessary. This ensures that all intricate and high-risk commissioning activities are overseen by a qualified individual, maintaining safety and operational integrity.
- 4.10.2. The Commissioning Authority shall be responsible for the commissioning of equipment and releasing the commissioned equipment to operations to be put into service.
- 4.10.3. On equipment being commissioned into service:
- (a) The Commissioning Authority shall be responsible to create a commissioning plan to ensure equipment is fully functional and capable of being put into service.
 - (b) The Commissioning Authority and Issuing Authority shall share the responsibility for directing any switching required to commission or return the equipment to service.
 - (c) The Commissioning Authority and the Issuing Authority will establish agreed-upon boundaries that define the commissioning area.
 - (d) Commissioning tags shall be placed on equipment to clearly identify that it is being commissioned by the Commissioning Authority. Commissioning tags shall be removed from the equipment once commissioning is complete by the Commissioning Authority.
 - (e) The Issuing Authority will not issue a Work Authorization to any other Permit Holder in the commissioning zone during the commissioning process.

4.11 Generation Protection Code Committee

- 4.11.1. The Generation Protection Code Committee shall be made up of members as per the Generation Protection Code Committee Terms of Reference. List of members, Terms of Reference, and Generation Protection Code Operating Procedures are located on the Generation Protection Code SharePoint site.
- 4.11.2. The Generation Protection Code Committee shall be responsible for revisions to the code and for responding to all requests for revisions/interpretations.

5. WORK AUTHORIZATION

5.1 General Information

A Work Authorization is used to authorize work in Generation Facilities. This ensures that foreseeable hazards associated with the work have been identified and effectively controlled, including any required procedures and processes for the approved scope of work.

5.1.1. A Work Authorization is required for the following:

- (a) All work performed by non-operating staff on process operating equipment.
- (b) All work requiring isolations on or involving generation facility equipment.
- (c) All work which requires the following additional permits or plans; LOTO, Live Work Plans, Confined Space, or Hot Work to complete the work.

5.1.2. A Work Authorization is not required for:

- (a) Switching activities directed by the Issuing Authority that do not require a GOI to maintain personnel safety.
- (b) Non-hazardous work on operating equipment maintained by the trade or work group and is not otherwise expected to affect process-operating areas. For this work the following shall apply:
 - (i) All workers shall communicate with the Issuing Authority before starting work to ensure all requirements are met.
 - (ii) All work shall be identified on the approved list of Work Authorization exemptions.

5.1.3. Switching activities to create an isolation point (installation/removal of links, leads, blanks, couplings, blinds, etc.) shall require a Work Authorization and GOI to maintain personnel safety.

5.1.4. When the Issuing Authority reviews the requested scope of work, they shall consider conditions that may impact personnel safety, damage to equipment, environmental releases, or loss to process. These considerations shall be controlled using a live work plan, Self Protection Isolation, Guarantee of Isolation, or other applicable policies and procedures.

5.1.5. All other work not requiring a Work Authorization shall follow SaskPower safety processes and/or all applicable policies and procedures.

5.1.6. Where a Work Authorization is required, the following shall apply:

- (a) Work Authorizations shall be issued by the Issuing Authority to an authorized Permit Holder allowing an approved scope of work to be done on specified equipment.
- (b) Allows work on equipment in the energized or separated state with approved live work plan.
- (c) Allows authorized switching before and/or after issuance of the Work Authorization.
- (d) Work Authorizations shall be uniquely identified by a Work Authorization number.
- (e) Work Authorizations are valid for the duration of the job.
- (f) Under no circumstances shall any Work Authorization be deemed to protect anyone who is not authorized by the Permit Holder to work under the protection of the Work Authorization.

- (g) Work which has the potential to jeopardize system security or first contingency equipment, the Issuing Authority shall contact the Grid Issuing Authority to determine if additional permits are required, prior to a Work Authorization being issued.
- 5.1.7. Where a Work Authorization is issued for work on equipment in the energized or separated state, personnel protection from hazardous energy is the responsibility of the Permit Holder. The work shall follow the approved scope of work as detailed in the live work plan approved by the Issuing Authority and Supervisor.
- 5.1.8. When the scope of work does not require protection from hazardous energy but requires the use of separating devices, Work Authorization tags shall be placed on these devices. Tags shall be placed whenever the devices will be left unattended for any length of time. The Permit Holder shall install and remove the tags as required for the scope of work.
- 5.1.9. Where the scope of work requires an isolation from hazardous energy for personnel protection or system security then a Self Protection Isolation or Guarantee of Isolation shall accompany the Work Authorization.

5.2 Self-Protection Isolation (SPI)

Self Protection Isolation is an alternate process for the control of hazardous energy or harmful substance(s) intended for routine, low risk maintenance activities. SPI is a pre-approved process which authorizes the use of self-administered isolations, lock(s) and tag(s) by authorized personnel. The lock(s) and tag(s) carry the same authority as those used for a Guarantee of Isolation.

- 5.2.1. The Work Authorization with Self Protection Isolation allows work on equipment that is isolated using an approved Self Protection Isolation plan.
- 5.2.2. Self Protection Isolation plans are identified in the site-specific inventory of approved Self Protection Isolation plans and approved by the Chief Power Engineers Peer Group.
- 5.2.3. Self Protection Isolation can only be applied where all the following conditions are met:
 - (a) Electrical isolations must be below 750V.
 - (b) The Permit Holder and Issuing Authority agree that the scope of work is accurately outlined and is in alignment with the approved SPI plan.
 - (c) The work is trade or classification specific.
 - (d) Required isolations are routine and shall not exceed ten isolation devices.
 - (e) The Permit Holder is authorized to use Self Protection Isolation but shall not use an SPI that requires switching they are not authorized to perform.
 - (f) The Permit Holder has reviewed and agrees with the applicable SPI plan.
 - (g) Workers working under a Permit Holder using an SPI shall follow procedures outlined in 7.4.1(e)(iv) and 7.5.3(d)

5.3 Guarantee of Isolation (GOI)

A Guarantee of Isolation is used to ensure equipment and process systems are isolated from sources of hazardous energy and harmful substances that have the potential to cause injury or harm to worker(s).

Under a GOI, it is permissible to change the state of isolating and/or de-energizing devices tagged with Operable Point tag(s) for the approved purposes of commissioning, troubleshooting or where positioning of equipment is required.

A Guarantee of Isolation shall never be assumed to guarantee a de-energized zone free of hazardous energy. Permit Holders and Workers must assess and control hazards such as: charged valve springs, electrical equipment induction, pressurized lines, batteries, or any other hazard inherent to the work.

- 5.3.1. Where a Work Authorization requires equipment and process systems in the isolated or de-energized state then a GOI is required in addition to the Work Authorization.
- 5.3.2. All GOIs shall be self-sustaining; that is, affording their own protection and not depending on the apparent protection of another Work Authorization. System isolations may be combined to create the GOI for the specific work task:
 - (a) A system isolation is an isolation point or set of isolation points that have been prepared and confirmed to be correct by the Issuing Authority.
 - (b) Once a system isolation is switched out, the keys are placed into the system lockbox and the Issuing Authority will apply a control lock.
 - (c) Once a system isolation is made active, it can be used as an individual isolation point in GOIs.
 - (d) Each system isolation required for a GOI shall have a GOI lock on the System lock box and the corresponding key placed into the Permit Holder lockbox.
- 5.3.3. The specified equipment shall be isolated from every source of hazardous energy which may cause hazards for the specified work to be done. If possible, the specified equipment shall be de-energized from all sources of energy which may cause hazards for the work to be done.
- 5.3.4. Two isolation types may exist on a GOI or system isolation, the type of isolation required is identified as one of the following:
 - (a) Do Not Operate
 - (i) Worker shall not work on or otherwise operate a device tagged with a Do Not Operate tag while the GOI is in effect.
 - (ii) Do Not Operate isolation points shall be locked (unless not possible by design) and tagged with a Do Not Operate tag.
 - (b) Operable Point
 - (i) These isolation points can be operated for the purposes of a commissioning, troubleshooting or where positioning of equipment is required for the work.
 - (ii) Where an Operable Point is required, it shall be requested on the Work Authorization application and a live work plan shall be prepared to manage the hazards.
 - (iii) Operable Points can only be operated at the direction of the Permit Holder and in agreement with the Issuing Authority in accordance with the live work plan.
 - (iv) Operable Points shall be locked (unless not possible by design) and tagged with an Operable Point tag.

- Operable Points which are lockable, may be included in a system isolation and included in multiple GOIs if required.
 - Operable Points shall not be locked by a keyed alike lockset.
 - Operable Points which are not lockable shall be issued as part of an individual GOI and can not be included in a system isolation and can only be issued to a single Permit Holder.
- (v) An Operable Point can be issued in the energized state due to scope of work requirements. The isolation device shall be switched to the isolated state as per the live work plan.
- (vi) When commissioning, troubleshooting or a controlled movement is complete the specified equipment shall be returned to the isolated/de-energized state if further work is to be performed.
- (c) Under no circumstance shall any other tag and an Operable Point tag be hung on the same isolation device. Only one Operable Point tag may be in place on any device at one time.
- 5.3.5. The type of ground required is identified on the GOI as one of the following:
- (a) Do Not Operate Grounds
- (i) Do Not Operate Grounds shall not be removed or relocated while the GOI is in effect.
 - (ii) Do Not Operate Grounds shall be tagged with a Do Not Operate Ground tag.
- (b) Operable Grounds
- (i) Operable Grounds require a live work plan and shall be placed/removed as identified on the live work plan.
 - (ii) Operable Grounds shall only be placed/removed as requested by the Permit Holder.
 - (iii) A de-energizing device tagged with Operable Grounds can only be included on a single GOI.
 - (iv) Operable Grounds shall be tagged with an Operable Ground tag.
- (c) Grounds shall be issued as part of a GOI and shall not be included as part of a system isolation.
- (d) Isolation devices shall be switched, verified and a control lock placed on the system lock box prior to respective grounds being applied.
- (e) Under no circumstance may a Do Not Operate Ground and an Operable Ground tag be hung on the same de-energizing device. Only one Operable Ground tag may be in place on any de-energizing device at one time.

6. WORK AUTHORIZATION STANDARD

6.1 Permit Tags

6.1.1. General rules for permit tags:

- (a) All tag(s) shall be placed and removed by authorized personnel.
- (b) Tag(s) shall be filled out with all applicable information.
- (c) The placement of all tag(s) shall be documented.
- (d) All tag(s) shall be placed and removed according to the permit requirements.
- (e) All tag(s) shall be placed in a visible location. If permit point is not in a visible location, additional tag(s) shall be placed in another appropriate location.
- (f) If an isolating or de-energizing device is used for more than one permit, the appropriate tag(s) shall be placed for each permit.
- (g) Tag(s) may be placed on control devices at locations where such control devices exist. The placing of control inhibits on system displays using computer control consoles is equivalent to the placing of tag(s).

6.1.2. Do Not Operate Tag

- (a) All isolating and mechanical de-energizing devices which have a guaranteed position shall be tagged with DO NOT OPERATE tag(s).



6.1.3. Operable Point Tag

- (a) All isolating and mechanical de-energizing devices that are required to change state as part of the scope of work shall be tagged with OPERABLE POINT tag(s).
- (b) When the device is being operated the tag shall remain in place.



6.1.4. Do Not Operate Ground Tag

- (a) Grounds shall be tagged with DO NOT OPERATE GROUND tag(s).
- (b) Isolation devices capable of energizing grounds, shall also be tagged with DO NOT OPERATE GROUND tag(s). For GOIs with multiple grounds, only one tag is required on each isolation device.



6.1.5. Operable Ground Tag

- (a) Operable Grounds shall be tagged with OPERABLE GROUND tag(s).
- (b) When changing the state of Operable Grounds the tag shall remain in place.



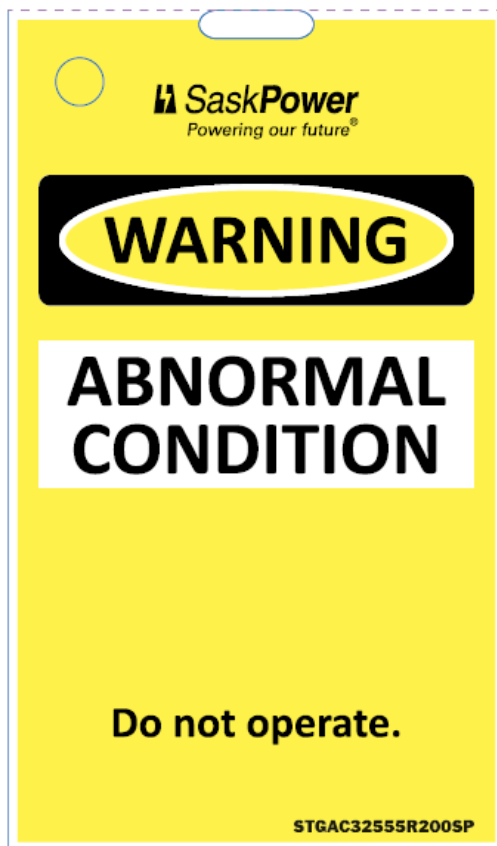
6.1.6. Self Protection Isolation/Work Authorization tag

- (a) Self Protection Isolation tag(s) shall be placed on all isolation devices switched using a Self Protection Isolation Plan.
 - (i) All pertinent information shall be recorded on the tag.
 - (ii) Self Protection Isolation tag(s) shall be removed upon completion of the work by the Permit Holder who placed the tag.
- (b) Work Authorization
 - (i) All separating devices required for the Work Authorization shall be tagged with Work Authorization tag(s).
 - (ii) All pertinent information for the Work Authorization shall be recorded on the tag.
 - (iii) All Work Authorization tag(s) shall be removed from the separating devices upon completion of the work.
 - (iv) Placement of Work Authorization tags will be optional if the authorized personnel remain at the immediate location and in control of the separating device.



6.1.7. Abnormal Condition Tag

- (a) It is the responsibility of the person placing the abnormal condition tag to inform the Issuing Authority when the tag is placed.
- (b) Abnormal Condition Tag(s) shall be placed on devices to prohibit the operation of the device due to an abnormal condition. The equipment shall be left in a safe condition.
- (c) All pertinent information for the abnormal condition shall be recorded on the tag, communicated to, and logged by the Issuing Authority.
- (d) It is the responsibility of the person correcting the abnormal condition to inform the Issuing Authority when the tag can be removed.



The image shows the back of a yellow rectangular tag with a dashed border. At the top right is a small circle. The SaskPower logo is at the top center. Below it is a black oval containing the word 'WARNING' in bold yellow capital letters. Underneath the oval is a white rectangular box. Inside this box, at the top, is the text 'DEVICE BEING TAGGED'. Below this are four horizontal lines for text entry. The first line is labeled 'Log record#'. The second line is labeled 'Equipment #, Name, Location'. The third line is empty. The fourth line is empty. At the bottom of the white box, there are two fields: 'Placed by:' followed by a line, and 'Date:' followed by a line.

6.1.8. Information Tag

- (a) The Information Tag is placed on devices or equipment to communicate special operating instructions or conditions.
- (b) The placement of the information tag(s) does not prohibit the operation of the device or equipment.
- (c) The Information Tag shall be removed when the information is no longer valid.



The form is a vertical rectangle with a blue header section at the top. The header contains the text "62-662-770 January, 2017" in small font, the SaskPower logo, and the title "INFORMATION CARD" in large, bold, black letters. Below the header is a white section with eight horizontal lines for writing. At the bottom of the form, there are two fields labeled "Date" and "Name" with lines for input.

6.1.9. Commissioning Tag

- (a) Commissioning Tag(s) are used to indicate that equipment is in the process of being commissioned.
- (b) Placement and removal of the commissioning tag(s) will be mutually agreed upon by the Issuing Authority and the Commissioning Authority.



The image shows the back of the purple commissioning tag. It has the same SaskPower logo and 'STOP' sign as the front. Below the sign is a white rectangular area for text entry. It starts with the heading 'DEVICE BEING TAGGED'. There are four horizontal lines for notes. Then, there are two specific fields: 'Log record#' followed by a line, and 'Equipment #, Name, Location' followed by three lines. At the bottom, there are two fields: 'Placed by:' followed by a line, and 'Date:' followed by a line.

6.2 Locks and Lock Box Standard

6.2.1. Locks

- (a) Isolation lock
 - (i) Placed by switch persons to secure isolation devices.
 - (ii) Shall be uniquely identified by one of the following: by number, by set, or by color.
 - (iii) Shall have only one key for each isolation lock /set available to the Issuing Authority.
- (b) Control lock
 - (i) Placed by the issuing authority to ensure the integrity of the system lock box and hasp (if applicable) after switching has been completed. This lock is always the first lock placed and the last lock removed.
 - (ii) Shall be uniquely identified.
 - (iii) Key(s) is maintained by the on duty Issuing Authority.
- (c) GOI lock
 - (i) Placed by the issuing authority to secure the system lock box for each GOI that is issued to a Permit Holder.
 - (ii) Shall be uniquely identified.
 - (iii) Shall have only one key available to the Issuing Authority.
- (d) Permit Holder lock
 - (i) Placed by the Permit Holder for locking on to the Permit Holder lock box and operable point lockout hasp.
 - (ii) Shall be a blue lock and identify the owner.
 - (iii) Only the Permit Holder shall have control and custody of their key.
- (e) Worker Lock
 - (i) Placed by the Worker for locking on to the Permit Holder lock box or SPI.
 - (ii) Shall identify the owner and cannot be a blue lock.
 - (iii) Only the worker shall have control and custody of their key.
- (f) Self Protection Isolation lock
 - (i) Placed by the permit holder to lock isolation devices used for Self Protection Isolation purposes.
 - (ii) Shall be uniquely identified and identify the owner.
 - (iii) Only the Permit Holder/Worker shall have control and custody of their key(s).

6.2.2. Lock Boxes

- (a) System lock box
 - (i) System lock boxes should be an enclosed box or equivalent device which prohibits keys from reaching isolation devices in the field.
 - (ii) Shall be used by the Issuing Authority to control all keys to the isolation locks for a system isolation.
 - Operable Point isolation keys shall be locked in a lockout hasp to the system lock box and locked with a control lock and a GOI lock.
 - (iii) The Issuing Authority shall apply a control lock to the system lock box and Operable Point hasp, if applicable.

- (iv) When the Work Authorization is issued, the Issuing Authority shall place a GOI lock on each system lock box required for the GOI.
 - (v) The GOI key(s) shall remain under the control of the Permit Holder.
- (b) Permit Holder lock box
 - (i) Shall be used by the Permit Holder to secure the required GOI key(s).
 - (ii) All Work Authorization documentation shall be located with the Permit Holder lock box and be accessible. This includes but is not limited to a copy of the switching plan, a copy of the issued Work Authorization, worker sign on sheet and live work plan.
 - (iii) The Permit Holder shall maintain custody of the Permit Holder lock box.
 - (iv) The Permit Holder lock box shall be made available to workers authorized by the Permit Holder.
 - (v) The Permit Holder lock box should be an enclosed box or equivalent device which allows each worker to view the GOI key(s) and confirm the Work Authorization matches the GOI but prohibits keys from reaching isolation devices in the field.

6.2.3. Permit Holder lock box Procedure

- (a) Once a permit has been issued to the Permit Holder, the Permit Holder shall:
 - (i) Place the Permit Holder lock on the Permit Holder lock box.
 - (ii) Place all Work Authorization documentation with (not inside) the Permit Holder lock box.
 - (iii) Secure the Permit Holder lock box and provide access to approved workers.
 - (iv) Discuss the GOI protection with any workers that have been given permission to work under the Permit Holder's Work Authorization.
 - (v) Ensure Workers scope of work falls under the Work Authorizations approved scope of work.
 - (vi) Ensure Workers place their lock and sign on to lock box sign on sheet.
 - (vii) Ensure workers sign off and have their locks removed before removing the Permit Holder Lock.
- (b) When a Worker is required to work on equipment under a Permit Holder's Work Authorization they shall:
 - (i) Request permission from the Permit Holder to complete their scope of work.
 - (ii) Discuss with the Permit Holder their specific scope of work, the time to complete the work and the points of protection required.
 - (iii) Place a Worker lock on the Permit Holder lock box.
 - (iv) Sign on to lock box sign on sheet.
 - (v) Remove the Worker lock from the Permit Holder lock box and sign off the completion of their work and/or at the end of each workday.
- (c) Where a GOI includes an Operable Point and the point is required to be operated, the following applies:
 - (i) The Permit Holder shall have all Workers stand down from the permit zone and stay clear of the equipment.
 - (ii) All Workers shall document and remove their lock from the Permit Holder lock box.

- (iii) The Permit Holder returns to the Issuing Authority with the Permit Holder lock box and removes the Permit Holder lock.
- (iv) The Issuing Authority shall remove the GOI lock and control lock from the Operable Point lockout hasp to release the Operable Point isolation key(s).
- (v) Operable Point key(s) and Permit Holder lock box is given to the Permit Holder.
- (vi) Operable Point is operated as per the live work plan by an authorized switch person.
- (vii) When the Operable Point key(s) is in control of the Permit Holder and not being operated, the Operable Point is switched out by an authorized switch person and verified by the Permit Holder. The key(s) is placed in the Permit Holder lock box and the Permit Holder lock box procedure is followed.
- (viii) When the Operable Point key(s) is in control of the Permit Holder, the Operable Point is being operated, and protection from hazardous energy is required, the Workers will either standdown from the job or follow the Permit Holder lock box procedure.
- (ix) When control of the Operable Point is no longer required by the Permit Holder as identified in the live work plan, the Operable Point key(s) is returned to the Issuing Authority and re-secured to the System lock box as per 6.2.2(a).
- (x) Before the control lock is placed on the Operable Point system hasp, that isolation point must be switched, verified, and walked down prior to placing a GOI lock on that hasp.

6.2.4. Abnormal Removal of Locks (OOS Supervisor only)

- (a) The removal of a lock by anyone other than the lock owner is permitted only when every effort has been taken to contact the lock owner.
- (b) If removal of a lock is required by anyone other than the person who installed it and the lock owner is not available to personally remove their lock, the abnormal removal of locks process shall be completed as follows:
 - (i) For Worker locks, the Permit Holder requiring the removal shall contact the Worker's Supervisor and provide the name of the person whose lock requires removal.
 - (ii) For Permit Holder locks, the Issuing Authority requiring the removal shall contact the Permit Holder's Supervisor and provide the name of the person whose lock requires removal.
 - (iii) The Supervisor shall attempt to contact the lock owner to determine why the lock was left on the equipment, the status of the work, and what work is still required to be completed.
 - If the lock owner can be reached, the Supervisor shall ask the lock owner to return to the site to remove their lock. Where this is not possible, the Supervisor shall ask for the required information from the lock owner and document this information on the abnormal removal of locks form.
 - If the Supervisor is unable to reach the lock owner, they shall determine the status of the work and document these steps on the abnormal removal of locks form.
 - (iv) If the lock will be removed by anyone other than the person who installed it, it shall be removed by the Supervisor or designate in the presence of another person and the

steps taken to ensure it was safe to remove the lock are documented on the abnormal removal of locks form.

- In remote locations where there is only one worker, additional provisions to ensure the proper lock is cut off and documented must be followed. This may include remote viewing options.

(v) The Supervisor shall:

- Sign off the lock box sign on sheet for Worker locks.
- Surrender the Work Authorization on behalf of the Permit Holder.

(vi) The Supervisor shall inform the lock owner before their next work period that their lock was removed, and work cannot continue. The lock owner shall sign and date the abnormal removal of locks form acknowledging that their lock has been removed.

(vii) Where the worker will not be returning to the site, this does not apply. N/A is written in the "Worker Signature" box on the abnormal removal of locks form.

(c) The Supervisor shall also inform the co-chair of the local Occupational Health Committee.

6.3 Procedure for Generation Protection Code Revision/Interpretation

6.3.1. All requests for interpretations should follow normal lines of authority. If further information is required, an interpretation request shall be submitted to SafetyCare@saskpower.com.

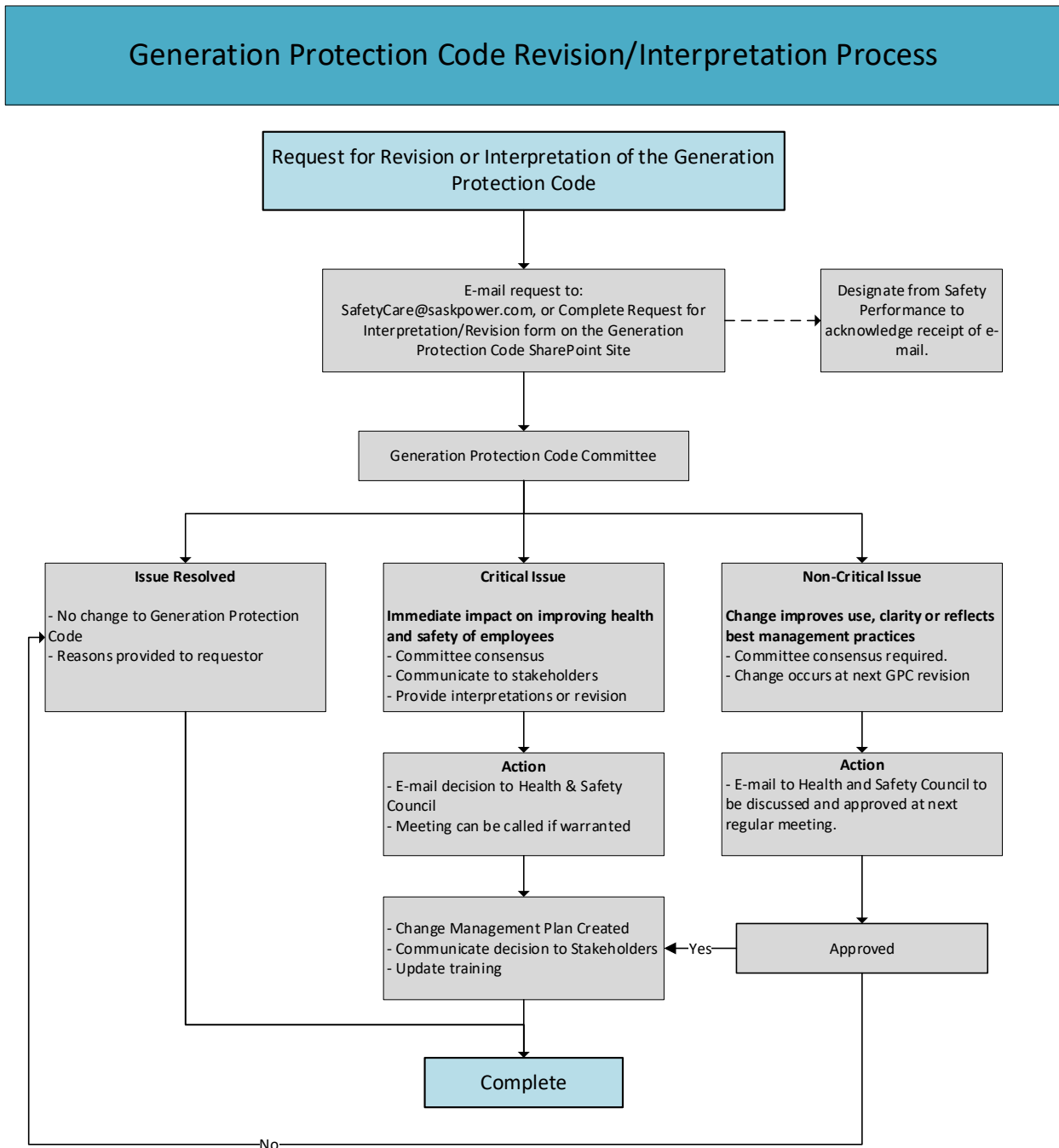
6.3.2. All requests for revision/interpretation are to be submitted to SafetyCare@saskpower.com. All requests shall include the following information:

- (a) Name of requester.
- (b) Location of requester.
- (c) Request for revision.
- (d) Rule number.
- (e) Problem.
- (f) Proposed solution.

6.3.3. Health and Safety will acknowledge receipt of each request for revision/interpretation to the sender and submit the request to the Generation Protection Code Committee.

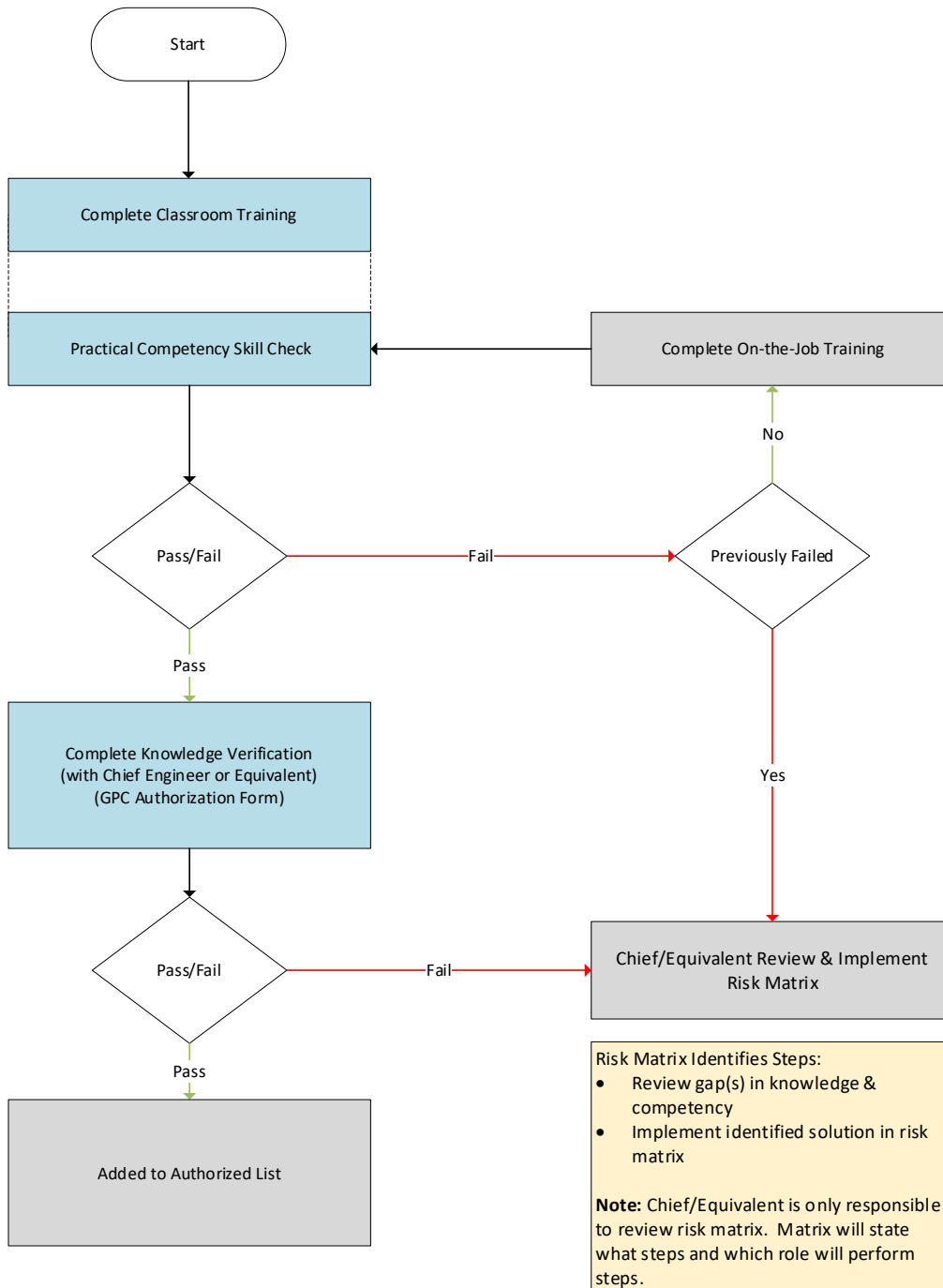
6.3.4. The Generation Protection Code Committee will manage all requests for revision/interpretation.

6.3.5. Procedure for Generation Protection Code Revision/Interpretation Flow Chart



6.4 Authorized List Process

Generation Protection Code Authorized List Process



7. WORK AUTHORIZATION PROCESS

7.1 Work Authorization Application

- 7.1.1. The Applicant shall complete the Work Authorization application which shall clearly identify the scope, timing, and location of work. Sufficient detail of the scope of work shall be provided to ensure the Issuing Authority can adequately prepare the work area and coordinate the work.
- 7.1.2. Work Authorization applications shall include and assess:
 - (a) Alternatives to working on energized equipment, if applicable.
 - (b) Any live work plans to be utilized.
 - (c) Any identified Self Protection Isolation plan.
 - (d) Any identified Guarantee of Isolation requirements, including:
 - (i) Known or preferred isolation points.
 - (ii) Devices to be used as Operable Points or Operable Grounds. If required, a live work plan shall be prepared and submitted with the Work Authorization application.
- 7.1.3. Any additional permits or plans required by the scope of work shall be clearly identified in the application.
- 7.1.4. If required, A supervisor familiar with the work shall review and approve live work plans prior to submitting to the Issuing Authority. Refer to 4.9.1(b).
- 7.1.5. Applications shall be made directly to the Issuing Authority in the specific area the work is being performed.
- 7.1.6. Whenever possible, all applications shall be made with 48 hours notice to allow for processing. At the discretion of the Issuing Authority, longer notice may be required.

7.2 Work Authorization Processing

- 7.2.1. The Issuing Authority in processing Work Authorization applications shall consider the following prior to approval:
- (a) There is sufficient information on the application to proceed with the processing of the Work Authorization.
 - (b) The effect on system security or if the equipment is first contingency equipment and requires an additional permit from the Grid Issuing Authority.
 - (c) If requested, the approved Self Protection Isolation plan matches the scope of work.
 - (d) Any other permits or applications that could impact this application.
- 7.2.2. The Issuing Authority may refuse to process a Work Authorization application for the following reasons:
- (a) The application fails to conform to the Generation Protection Code.
 - (b) Undesirable operating conditions which would result from the requested equipment outage.
 - (c) Insufficient information.
 - (d) Any other reason that the Issuing Authority believes to be sufficient.
- 7.2.3. Upon approval of Work Authorization applications requiring a Guarantee of Isolation, the following shall be completed:
- (a) The Issuing Authority shall prepare any required switching plans. The switching plans shall include the following:
 - (i) All isolating and de-energizing devices used to isolate/de-energize the specified equipment. Where identified, this shall be done in sequential order.
 - (ii) If Operable Points are required, the Issuing Authority shall:
 - Approve the use of the Operable Points.
 - Clearly identify these points on the switching plans.
 - (iii) Any required switching to eliminate hazards from neighbouring energized equipment by separating, isolating or de-energizing.
 - (iv) Any required switching to control undesirable alarms and/or tripping of other devices outside the permit zone which may occur while the Work Authorization is being switched or is in effect.
 - (v) The placement of lock(s) and/or tag(s), as required.
 - (b) The switching plans shall be reviewed by the Permit Holder and the Switch Person in advance of switching activities, whenever possible.
 - (c) The Issuing Authority and the Switch Person shall verify the information, paying attention to the isolating and de-energizing devices and the sequencing of the switching steps.
 - (d) The Issuing Authority shall contact the intended Permit Holder to verify the isolating and de-energizing devices are correct for the work to be done. The Issuing Authority shall inform the Permit Holder about known hazards from neighbouring energized equipment which cannot be eliminated.
 - (e) The Issuing Authority shall arrange for the Switch Person to perform any required switching.

7.3 Issuance of Work Authorization

7.3.1. Prior to issuing the Work Authorization, the Issuing Authority shall:

- (a) Ensure the work does not negatively impact other work in the area.
- (b) Ensure the area and equipment have been inspected and prepared for the work, if required.
- (c) Review the live work plan with the Permit Holder to ensure it is correct for the approved scope of work and agree on a plan covering:
 - (i) Any switching required for the scope of work and the separation devices to be used, if required.
 - (ii) Placement of tag(s), if required. Tag(s) will be optional if the authorized personnel remain at the immediate location and in control of the separating device.
 - (iii) If Self Protection Isolation is being utilized:
 - Confirm approved Self Protection Isolation plan matches the scope of work.
 - Verify Permit Holder has all lock(s) and tag(s) required.
- (d) Prior to issuing the Work Authorization with Guarantee of Isolation, the Issuing Authority shall:
 - (i) Direct the switching activities in accordance with the switching plan.
 - (ii) Confirm all isolation devices listed on the switching plan are isolated and appropriately tagged.
 - (iii) Confirm all required de-energizing devices are installed and appropriately tagged.
 - (iv) Following the completion of switching, confirm an verification of all isolation and de-energizing devices is completed. Verification shall include:
 - Review of the Work Authorization documentation to ensure the correct equipment is identified on the switching plan.
 - Confirmation that the isolation position, tags, and locks on the equipment correspond with those listed on the switching plan.
 - Verification can be completed by a Switchperson who did not certify the initial switching activities.
 - Where, due to limited workers on site, verification cannot be completed, ensure additional measures are taken to verify the correct equipment and switching has been performed according to the switching plan. This shall be documented on the Work Authorization.
 - When an isolating or de-energizing device is to be used for more than one Work Authorization, verification of isolation is not required for subsequent Work Authorizations. This shall be recorded on the switching plan of subsequent Work Authorizations.
 - (v) Verification of switching can be completed using photographic evidence of the isolating or de-energizing device being correctly switched and tagged for areas that are hazardous or not readily accessible.
 - (vi) Prior to issuing the Work Authorization, at least one Permit Holder shall walkdown all isolation and de-energizing devices. The walkdown shall include:
 - Review of the Work Authorization documentation to ensure the correct equipment is identified on the switching plan.
 - Confirmation that the isolation position, tags, and locks on the equipment

correspond with those listed on the switching plan.

(vii) All switching, verification, and Permit Holder walkdown steps shall be documented.

(viii) Provide instruction on proper operation of the Operable Point and equipment, if required.

(e) Enter all pertinent details of the Work Authorization in their permit log.

7.3.2. The Issuing Authority may refuse to issue the Work Authorization for the following reasons:

(a) Changes in the work area that would introduce new hazards for the approved scope of work.

(b) New undesirable operating conditions which would result from the equipment outages.

(c) Any additional permits or plans identified in the application which have not been provided or are inadequate.

(d) Any other reason that the Issuing Authority believes to be sufficient.

7.3.3. Hazards from neighbouring energized equipment which cannot be eliminated and are known to the Issuing Authority shall be communicated to the Permit Holder.

7.3.4. When conditions exist that prevent specified equipment from being completely de-energized the Issuing Authority shall communicate the known potential hazard(s) to the Permit Holder. The hazard(s) shall be clearly documented on the Work Authorization and becomes part of the terms and conditions of issuance.

7.3.5. The Issuing Authority shall place the GOI keys into the Permit Holder lockbox and issue the permit utilizing 3-way communication.

7.4 While Work Authorization is In Effect

7.4.1. The Permit Holder shall:

- (a) Understand the approved scope of work and work within it.
- (b) Understand the hazards and controls identified on the Work Authorization and on any additional permits or plans required by the work.
- (c) Instruct every worker that the Work Authorization is in effect and review the approved scope of work, live work plan, any hazards and controls required, and any points of protection, if applicable.
- (d) Identify uncontrolled hazards from neighbouring energized equipment and install appropriate guards/barriers.
- (e) If Self Protection Isolation (SPI) is being utilized:
 - (i) Review and follow the approved SPI plan.
 - (ii) Complete the record of SPI, including:
 - Recording the date, equipment to be worked on, and detailed scope of work.
 - Recording the required isolation point(s), lock(s) and tag(s) required for the isolation.
 - Recording any limitations or other additional information that may apply to the work in the special conditions section of the record of SPI.
 - (iii) Isolate and tag all isolation devices listed on the record of SPI.
 - (iv) Where additional Workers are required, the Permit Holder shall:
 - Ensure all Workers review the SPI Plan, record their name, and initial the record of SPI.
 - Ensure each additional worker is signed onto the record of SPI and applies their lock(s)/tag(s) to the isolation device as per the SPI plan.
- (f) If a Guarantee of Isolation (GOI) is being utilized:
 - (i) Ensure Operable Grounds are installed and tagged as identified in the live work plan, if required.
 - (ii) Review the GOI and any limitations and special conditions with the workers carrying out the work, including:
 - Any Operable Points and the associated live work plan.
 - The requirement to follow the Permit Holder lock box procedure.
- (g) Confirm the release of hazardous energy using an approved method, if applicable.
- (h) Instruct every Worker that work can commence.

7.4.2. The Permit Holder shall remain at the generation facility while work is in progress under their Work Authorization. If the Permit Holder leaves the generation facility and the specified work is going to continue, the Permit Holder and Issuing Authority shall:

- (a) Transfer the Work Authorization to an authorized person to whom the Permit Holder has fully explained and documented all the details regarding the status of the specified equipment and approved scope of work.
 - (i) Where a Work Authorization shall be transferred to another Permit Holder, it shall be transferred in its entirety with all additional permits and plans, if applicable.

- (ii) When a transfer of Work Authorization is required, all workers must be notified by the Permit Holder, if work is going to continue.
 - (iii) Where a GOI is transferred, the Issuing Authority shall ensure that control of the GOI key(s) have been given to the new Permit Holder.
 - (iv) Where a Permit Holder lock box is in place, the new Permit Holder shall apply their own lock and sign on to the existing lock box sign on sheet prior to the former Permit Holder removing their own lock.
 - (b) In the event the Permit Holder is unable to return to the generation facility and the Work Authorization needs to be transferred to another Permit Holder for work continuation, the Supervisor or the Issuing Authority shall attempt to contact the original Permit Holder.
 - (i) If the original Permit Holder can be contacted, the Supervisor shall verbally notify them of the transfer and ensure there is a clear understanding of the status of the work.
 - (ii) If the original Permit Holder is unable to be contacted, a Supervisor familiar with the scope of work shall determine the status of the work and ensure the new Permit Holder has a clear understanding of the status. The Supervisor shall inform the Permit Holder before their next work period that their Work Authorization was transferred in their absence.
 - (i) If the removal of locks is required, follow the abnormal removal of locks process. Refer to 6.2.4
 - (c) The Work Authorization and all additional permits and plans is transferred to the new Permit Holder and the new Permit Holder becomes the person authorized to surrender the Work Authorization when the work is completed.
- 7.4.3. Scope of work changes require mutual agreement between the Issuing Authority and the Permit Holder and shall be documented on the Work Authorization. If the GOI requires changes to complete the additional scope of work, a revised Work Authorization application is required.
- 7.4.4. Daily work authorization shall be required if the duration of the work shall extend beyond one workday. The Permit Holder or Supervisor shall:
- (a) At the end of the workday, contact the Issuing Authority to update them about the condition of the equipment and, if necessary, provide contact details.
 - (b) Contact the Issuing Authority before resuming work the next day.
- The above is not necessary by mutual agreement between the Issuing Authority and Permit Holder.
- 7.4.5. Operable Points shall only be operated by a Switch Person under the direction of the Issuing Authority and Permit Holder in accordance with the live work plan. The Permit Holder shall follow 6.2.3(c) when the Operable Point is being operated.
- 7.4.6. The Work Authorization zone may be expanded or collapsed by the addition or surrender of isolating and/or de-energizing devices.
- (a) There shall be agreement between the Permit Holder(s) and the Issuing Authority before the changes can be made.
 - (i) When expanding a permit zone (addition of isolations):
 - The Issuing Authority will assess the Work Authorization requirements to determine if work may continue while additional isolations are switched out.

- (ii) When collapsing a permit zone (removal of isolations):
 - Before the switching changes begin, the Issuing Authority shall direct the Permit Holder(s) to have all workers clear of the equipment and treat it as energized.
 - The Permit Holder shall release their GOI key(s) to the issuing authority to allow the requested permit changes.
 - (b) Once the changes are complete the Permit Holder(s) shall stand down, place the required GOI keys into the Permit Holder lockbox, and work can resume after the workers have been notified of the changes. Follow lockbox standard outlined in 6.2.3.
- 7.4.7. A Work Authorization with GOI may be conditionally surrendered if the Permit Holder cannot complete the approved scope of work on the specified equipment for an extended period of time. The Permit Holder will contact the Issuing Authority to conditionally surrender the Work Authorization.
 - (a) The Permit Holder shall:
 - (i) Communicate the status of the equipment and work to the Issuing Authority.
 - (ii) Return the GOI key(s).
 - (b) The Issuing Authority shall:
 - (i) Document and approve the conditional surrender.
 - (ii) Ensure the GOI is not return switched.
 - (c) The Work Authorization must be re-issued prior to work continuing.

7.5 Work Authorization Surrender

- 7.5.1. The Permit Holder shall surrender the Work Authorization as soon as the work is complete and the equipment is in a safe condition for surrender to the Issuing Authority.
- 7.5.2. The Issuing Authority may request the immediate surrender of Work Authorizations in effect. Before immediate surrender of any Work Authorization, the Permit Holder shall ensure the equipment is in a safe condition to surrender.
- 7.5.3. Before surrendering a Work Authorization, the Permit Holder shall inform the Workers that:
 - (a) Guards/barriers are to be removed.
 - (b) The Work Authorization is going to be surrendered and work can no longer continue.
 - (c) Every Worker shall remain clear of the equipment.
 - (d) If Self Protection Isolation is used, the Permit Holder shall:
 - (i) Ensure all Workers have signed off the record of SPI and removed their lock(s).
 - (ii) Remove their lock(s) and tag(s), and if applicable, return the equipment to service.
 - (iii) Return any lock(s) and tag(s) that were issued by the Issuing Authority.
 - (e) If a Guarantee of Isolation is used, the Permit Holder shall:
 - (i) Ensure all Workers have signed off the lock box sign on and removed their Worker locks, if applicable.
 - (ii) Inform all Workers that their protection for work is ended and the equipment covered by the permit is to be treated as energized.
- 7.5.4. If surrender of the Work Authorization is required and the Permit Holder is not available, the Work Authorization may be surrendered by the Supervisor. The Supervisor shall confirm that all workers are clear of the permit zone and all equipment is in a safe state for return to service. The Permit Holder shall be contacted by their Supervisor at the earliest opportunity to be informed that the Work Authorization has been surrendered and that work cannot continue.
- 7.5.5. The Work Authorization shall be surrendered in same state as issued unless otherwise agreed to by the Permit Holder and Issuing Authority. The status of devices changed since issuance shall be documented on the Work Authorization prior to surrendering.
- 7.5.6. The Permit Holder shall surrender the Work Authorization to the Issuing Authority utilizing 3-way communication.

7.6 Returning Equipment to Service

- 7.6.1. Once a Work Authorization is surrendered the Issuing Authority shall:
- (a) Confirm that all tag(s) that were placed for the Work Authorization are removed.
 - (b) If a Self Protection Isolation is surrendered:
 - (i) Confirm that all lock(s) and tag(s) that were placed for the SPI have been removed.
 - (ii) Confirm the state of the equipment with the Permit Holder.
 - (c) If a Guarantee of Isolation is surrendered:
 - (i) Review and confirm the status of the devices that have changed since issuance with the Switch Person before return switching commences.
 - (ii) Direct the return switching in accordance with the switching plan.
 - (iii) Confirm Grounds, if applicable, are removed prior to return switching of any related system isolations.
 - (iv) Confirm that all lock(s) and tag(s) that were placed for the Work Authorization are removed.
 - (v) Verify equipment is physically checked to confirm operating status and equipment is available for service.
 - (d) If applicable, the Issuing Authority shall ensure any equipment on which work was not completed is tagged with an Abnormal Condition tag.